




Doc. Id. : BLD- UG- Application
Resubmittals 001

Rev. No: 0

Status : Valid **No. Pages:** 12

EPR for External Customers
Application Resubmittals

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INTRODUCTION

This user guide is to assist the customer to resolve/ correct an incomplete submittal or review.

There are two types of corrections: Incomplete Submittal and Correction Letter. The process for resubmitting can be used for both types.

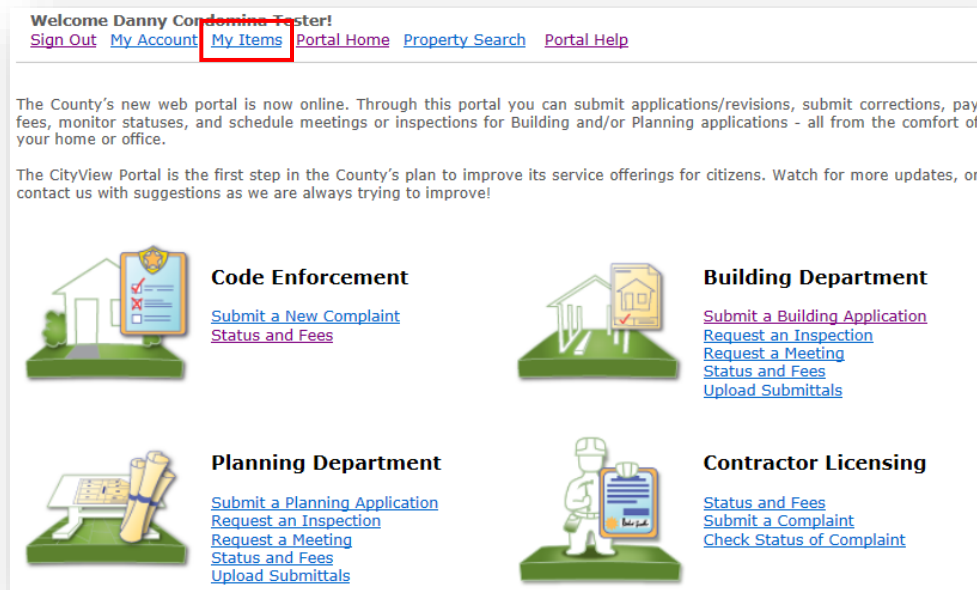
1. **Incomplete Submittal** corrections occur before the application is accepted and can occur during Addressing or Intake verification. Addressing will either contact the customer via phone or send a system generated email. Intake will either contact customer directly by phone or send a system generated email depending on the missing information.
2. **Correction Letters**. Are sent out after all reviews are completed. Staff processes system generated correction letter and emails it out to the customer with guidelines for resubmitting.

NOTE: Revision Submittals are voluntary changes to the drawings after the permit is issued. These types of submittals are not covered in the scope of this User Guide.

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INCOMPLETE SUBMITTAL AND CORRECTION LETTER ELECTRONIC PROCESS


To resubmit documents, the customer must first sign into their GMD Public Portal account using their username and password: <http://cvportal.colliergov.net/CityViewWeb/>




Welcome Danny Condemine!
[Sign Out](#) [My Account](#) **[My Items](#)** [Portal Home](#) [Property Search](#) [Portal Help](#)

The County's new web portal is now online. Through this portal you can submit applications/revisions, submit corrections, pay fees, monitor statuses, and schedule meetings or inspections for Building and/or Planning applications - all from the comfort of your home or office.


The CityView Portal is the first step in the County's plan to improve its service offerings for citizens. Watch for more updates, or contact us with suggestions as we are always trying to improve!




Code Enforcement
[Submit a New Complaint](#)
[Status and Fees](#)



Building Department
[Submit a Building Application](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)

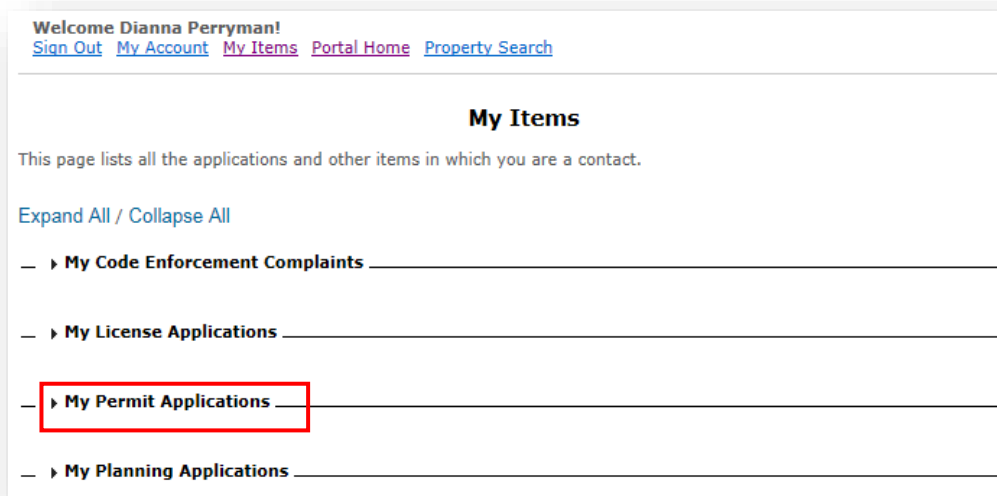


Planning Department
[Submit a Planning Application](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Contractor Licensing
[Status and Fees](#)
[Submit a Complaint](#)
[Check Status of Complaint](#)

1. From the Home Page click [My Items](#)



Welcome Dianna Perryman!
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▶ [My Code Enforcement Complaints](#)
- ▶ [My License Applications](#)
- ▶ **[My Permit Applications](#)**
- ▶ [My Planning Applications](#)

2. Click the arrow next to [My Permit Applications](#).


CLICK REFERENCE

▼ **My Permit Applications**

Reference Number	Status	Type	Date Created
PRPL20160622456	Address Verification	Plumbing	06/29/2016
PRFR20160622454	Pending Fees GMD	Fire	06/27/2016
PREL20160622452	Rejected	Electrical	06/27/2016
PRBD20160622451	Address Verification	Building	06/27/2016

3. A grid shows the applicants' permit [Reference Number](#), [Status](#), [Type](#) of application, and [Date Created](#).
4. Click on the permit [Reference Number](#) link, you are resubmitting documents for.

The link to the [Reference Number](#), routes you to the [Permit Application Status](#) page as shown below.

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Permit Application Status

[Expand All / Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— ▼ **Summary** _____

[Send Email Request](#)

Application Number: PREL20160622452

Application Type: Electrical

Application Status: Rejected

Property Owner's Full Name: SANTA BARBARA LANDINGS PROPERTY OWNER'S ASSN INC

Category of Work: Alteration

Occupancy Code: Amusement Parks, Stadiums, Bleachers

Description of Work: Example Repair and bring an existing 100amp tennis court electrical panel up to code.

Locations: [400200002](#)
[4210 Santa Barbara BLVD, Unit:](#)

Application Date: 06/27/2016

Expiration Date: 12/24/2016

1-2 Family or Comm: Commercial

— ▶ **Contacts** _____

— ▶ **Permits (Click to See Reviews)** _____

— ▶ **Fees** _____

— ▶ **Inspections** _____

— ▶ **Conditions** _____

— ▼ **Documents & Images** _____

Date Uploaded	Document Name
06/27/2016	Receipt for transaction: 2016-035446
06/27/2016	Corrections Letter - Outstanding Corrections

— ▶ **Upload Additional Documents** _____

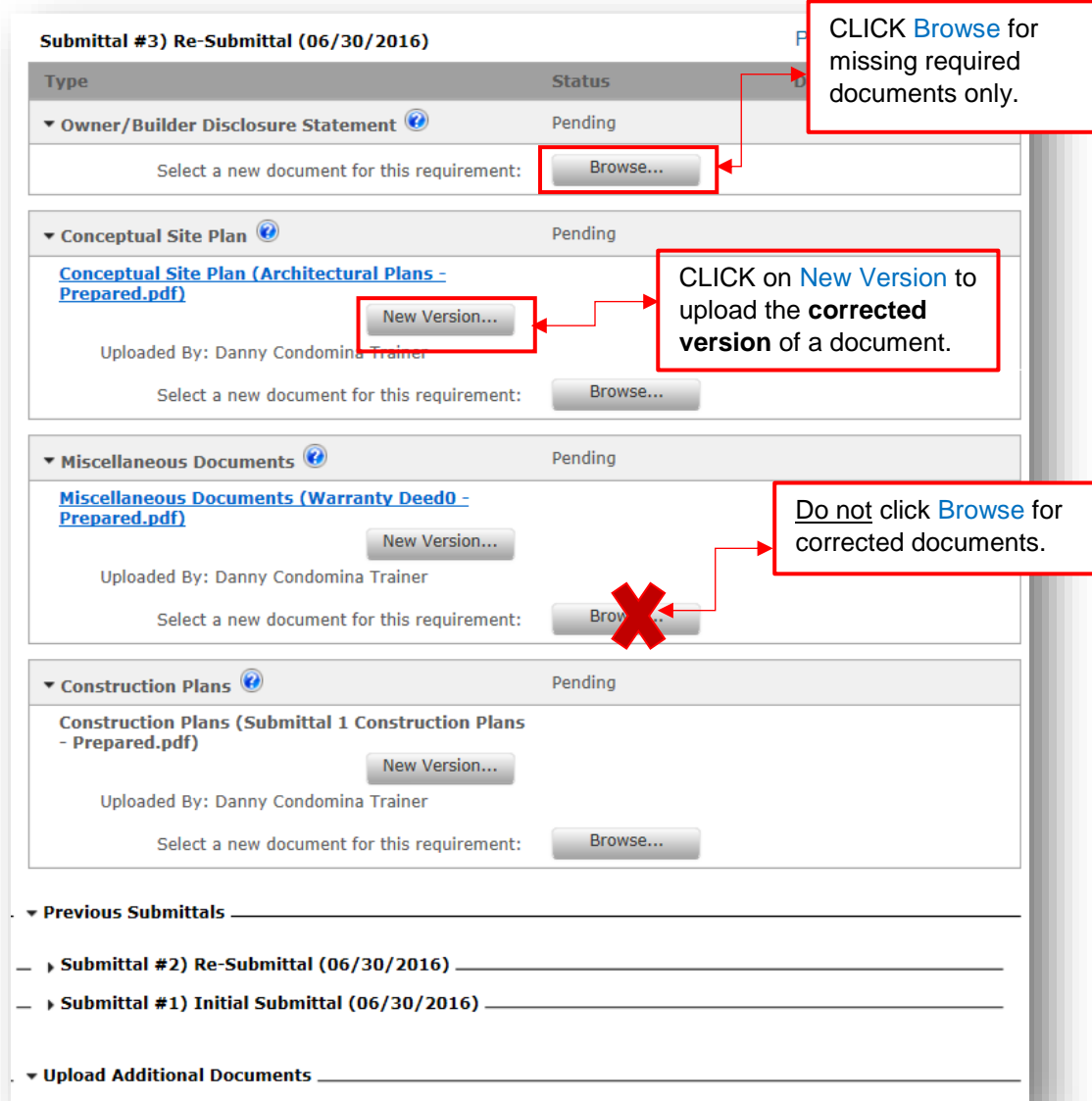
[Submittals](#) [Portal Home](#)

CLICK [Submittals](#)

Do not click on [Upload Additional Documents](#) to resubmit documents or any documents at this time.

5. Click the arrow next to [Documents & Images](#) to review [Correction Letter](#).
6. To upload corrected documents, click [Submittals](#) located at the bottom of the screen.

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Submittal #3) Re-Submittal (06/30/2016)

Type	Status
▼ Owner/Builder Disclosure Statement ⓘ	Pending
Select a new document for this requirement:	<input type="button" value="Browse..."/>
▼ Conceptual Site Plan ⓘ	Pending
Conceptual Site Plan (Architectural Plans - Prepared.pdf)	<input type="button" value="New Version..."/>
Uploaded By: Danny Condomina Trainer	<input type="button" value="Browse..."/>
Select a new document for this requirement:	<input type="button" value="Browse..."/>
▼ Miscellaneous Documents ⓘ	Pending
Miscellaneous Documents (Warranty Deed0 - Prepared.pdf)	<input type="button" value="New Version..."/>
Uploaded By: Danny Condomina Trainer	<input type="button" value="Browse..."/>
Select a new document for this requirement:	<input type="button" value="Browse..."/>
▼ Construction Plans ⓘ	Pending
Construction Plans (Submittal 1 Construction Plans - Prepared.pdf)	<input type="button" value="New Version..."/>
Uploaded By: Danny Condomina Trainer	<input type="button" value="Browse..."/>
Select a new document for this requirement:	<input type="button" value="Browse..."/>

▼ Previous Submittals

- ▶ Submittal #2) Re-Submittal (06/30/2016)
- ▶ Submittal #1) Initial Submittal (06/30/2016)

▼ Upload Additional Documents


Callouts:

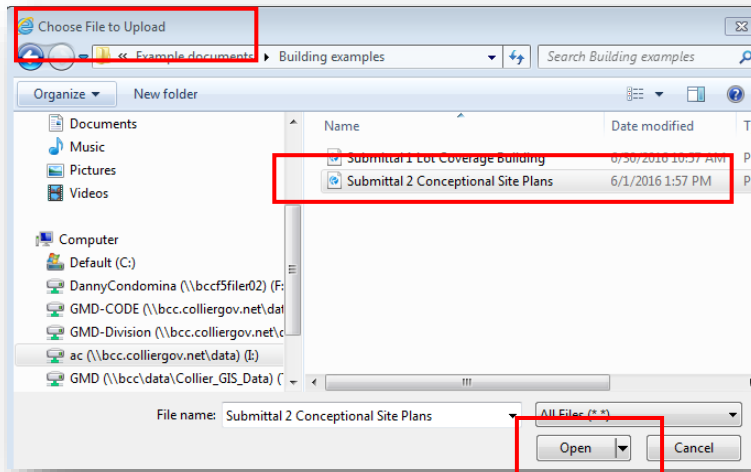
- CLICK **Browse** for missing required documents only.
- CLICK on **New Version** to upload the **corrected version** of a document.
- Do not click **Browse** for corrected documents.

Note: Before resubmitting any documents review the Correction Letter.

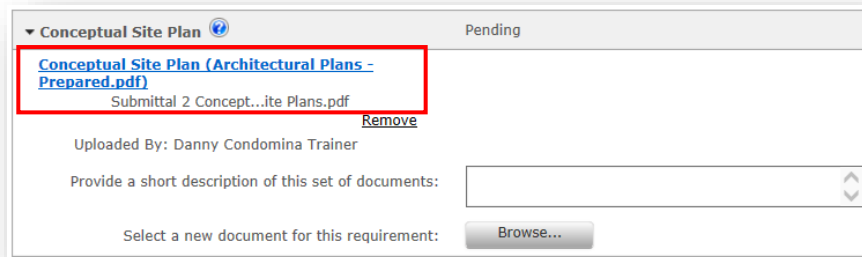
- To upload missing required documents, click **Browse**.
 - To upload corrected documents, click **New Version**.
- Do not try to upload to a previous submittal.
 - Do not use the “**Upload Additional Document**” button.

The dialog box **Choose a File to Upload** opens when you click **New Version** as shown on next page.

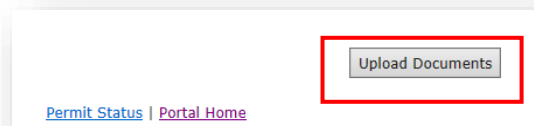
	<p>EPR for External Customers Application Resubmittals</p> <p>User Guide</p>	<p>Doc. Id. : BLD- UG- Application Resubmittals - 001</p> <p>Rev. No. : 1</p> <p>Status : Valid</p> <p>Page : 9/12</p>
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9. **Locate** the file
10. Click on file to **Highlight**
11. Click **Open** to attach file



12. The **New Version** button is now replaced with the uploaded file as shown above. Repeat this process until you have uploaded all **your corrected documents**.



13. Click the **Upload Documents** button located at the bottom of the screen.

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Cancel

Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.


X

Uploads Complete

All documents were uploaded successfully.

Reminder: You have not uploaded documents to all of the submittal requirements. These can be provided at a later date, either in person or by using the Upload Submittals link from the main page.

14. The [Uploads In Progress](#) box loads. Remember to click the “X” to close the [Uploads Complete](#) box.

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Permit Application Status

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

▼ **Summary**

[Send Email Request](#)

Application Number: PRBD20160622458
Application Type: Building
Application Status: Rejected
Property Owner's Full Name: LB CORTILE LLC STE 1300 STE 1300
Category of Work: Accessory
Occupancy Code: Residential, One and Two Family New or Guest House
Description of Work: New Concrete Pool & Spa /w 3HP VS pump /Fence and alarms by others
Example for Training
Locations: [59960181104](#)
[16887_Cortile_DB](#)
Application Date: 06/30/2016
Expiration Date: 12/27/2016
1-2 Family or Comm: 1-2 Family

► **Contacts**

▼ **Permits (Click to See Reviews)**

► **Permit Number: PRBD2016062245801**

► **Fees**

► **Inspections**

► **Conditions**


▼ **Documents & Images**

Date Uploaded	Document Name
06/30/2016	Submittal 2 Construction Plans.pdf
06/30/2016	Corrections Letter - Outstanding Corrections
06/30/2016	Notice of Commencement (Warranty Deed.pdf)
06/30/2016	Submittal 2 Conceptual Site Plans.pdf
06/30/2016	Miscellaneous Documents (Warranty Deed) prepared.pdf
06/30/2016	Vegetation Removal Affidavit (Vegetation Removal Aff Tr Example.pdf)
06/30/2016	Lot Coverage Form (Submittal 1 Lot Coverage Building.pdf)

► **Upload Additional Documents**

[Submittals](#) | [Portal Home](#)

15. After clicking the "X" on Uploads Complete dialog box, the system displays the Permit Application Status page. Under the Documents & Images you can see the revised document(s) you returned for corrections.

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CONTACT INFORMATION AND ADDITIONAL LINKS

Collier County Business Center

2800 North Horseshoe Drive

Naples, Florida 34104

- Inquiries about e-permitting: permittingdept@colliergov.net or call (239) 252-2332.
- To submit digital signatures: edwardbouza@colliergov.net or lemayperez@colliergov.net
- GMD Public Portal: <http://cvportal.colliergov.net/cityviewweb>
- E-Permitting Web Site: <http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting>